



OFFICE OF THE CITY CLERK

Denise C. De Costa, City Clerk

POWERS, DUTIES AND FUNCTIONS

The City Clerk serves as the Clerk of the City Council; acts as the custodian of its books, papers and records including ordinances, resolutions, and rules and regulations of all City agencies; has custody of the City seal; authenticates all official papers and instruments requiring certification; is responsible for voter registration; conducts all elections for the City and County of Honolulu in accordance with the charter and laws of the State; and performs such other functions as required by the charter or by law.

Staffed with 26 positions, the Office of the City Clerk is organized under the following four operating units: Administration, Council Assistance, Office Services, and Elections.

CLERK ADMINISTRATION

The Clerk, with the assistance of a staff assistant and two secretaries, is responsible for directing all programs and activities of the office.

Oaths of Office

For FY 05, 64 public officials were administered the oath of office in accordance with Section 13-118 of the Revised City Charter, 62 of which were performed for appointees to boards and commissions and 2 for appointee as agency heads and deputies.

Disclosure of Financial Interests Statements

Elected officers and appointed agency heads and deputies are required to disclose their financial interests and file statements with the Clerk when taking or leaving office, and annually by January 31. Candidates for elective City office are also required to file disclosure of financial interests statements with the Clerk's Office within ten working days after the candidate-filing deadline. Eighty-one annual statements and 24 candidate statements were filed in FY 05.

Gifts Disclosure Statements

Revised Ordinances of Honolulu Sections 3-8.7 and 3-8.8 which required officers and employees of the City and County of Honolulu to file a gifts disclosure statement with the City Clerk by July 31 of each year if certain conditions are met has been repealed.

Revenue

The following sources of revenue collected by the office enabled the City to offset its expenditures.

FY 05 REVENUE DETAIL

Council Information Office

Copies of Records	\$ 408.00	\$ 408.00
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Elections

Voter Certificates	\$ 230.50	
Voter Tape Rental	6,251.50	
Candidate Filing Fees	<u>2,050.00</u>	\$8,532.00

Administration

Sundry Refund	\$ 45.95	\$ 45.95
FY 05 Total Receipts	<u>\$ 8,985.95</u>	

COUNCIL ASSISTANCE

The division is responsible for providing staff support to the City Council at all of its regular council sessions, committee meetings, and public hearings. The staff is responsible for recording and reporting all proceedings, processing all resolutions and bills introduced and acted upon by the Council, and providing reference and research services regarding enacted or pending legisla-

tion and other council documents. Staffing includes a division head and an assistant division head, ten council/committee aides, and two records and research technicians.

In February 2005, this division upgraded its electronic filing system using the Docushare document management software. Users are able to access and print full text of all public documents of the City Council which includes all communications, bills, resolutions, ordinances, agendas, committee reports and minutes.

On January 2, 2005, the Council held its inauguration for five City Council members representing Council Districts I, III, V, VII, and IX. The Council established the following standing committees: Budget; Executive Matters; Housing & Enterprise Services; Parks; Planning & Transportation; Public Works & Economic Development; Public Safety; and Zoning.



Support staff for Council meetings from Council Assistance Division.

FY 05 WORKLOAD STATISTICS

City Council Meetings and Hearings

Regular Sessions	13
Special Sessions	6
Public Hearings	12
Standing Committee Meetings	98

July 1, 2004 to January 1, 2005

Budget	10
Executive Matters	5
Parks	5
Planning	5
Public Safety	5
Housing and Enterprise Services (eff. 12/21/04)	0
Public Works and Economic Development	8
Transportation	5
Zoning	5

January 2, 2005 to June 30, 2005

Budget	12
Executive Matters	9
Housing and Enterprise Services (eff. 12/21/04)	6
Parks	5
Planning and Transportation (1/2/05)	7
Public Safety	7
Public Works and Economic Development	7
Zoning	7

Other Meetings

(Advisory, task force, informational meetings, workshops, briefings)

July 1, 2004 to January 1, 2005

Budget	11
Transportation	1
Public Works and Economic Development	4
Kapiolani Park Trust	5

January 2, 2005 to June 30, 2005

Budget	12
Housing and Enterprise Services (eff. 12/21/04)	1
Planning and Transportation	1
Public Safety	4
Public Works and Economic Development	4
Zoning	3
Kapiolani Park Trust	1

Speakers

Council Meetings	492
Public Hearings	309
Committee Meetings	822

July 1, 2004 to January 1, 2005

Budget	226
Executive Matters	30
Housing and Enterprises Services (eff. 12/21/04)	
Parks	6
Planning	23
Public Safety	20
Public Works & Economic Development	6
Transportation	7
Zoning	2

January 2, 2005 to June 30, 2005

Budget	66
Executive Matters	116
Housing & Environmental Services (eff. 12/21/04)	5
Parks	42
Planning & Transportation	31
Public Safety)	20
Public Works and Economic Development	92
Zoning	130

Legal Notices Published

Ordinances	41
Bills Passed Second Reading	50
Resolutions	3
Resolutions (Second Reading-Charter Amendments)	2
Public Hearing Items	

Improvement Districts

Property Owners Notified by Certified Mail

Communications Received	4850
Council Communications	334
Department Communications	1170
Mayor's Messages	203
Miscellaneous Communications	3103
Petitions	40

Bills Introduced	88
Passed	41
Veto Overridden	4
Veto Sustained	2
Returned Unsigned	1
Filed on Floor	1
Filed per ROH Sec. 1-2.4	27
Pending	77

Resolutions Introduced	426
Adopted	361
Filed on Floor	2
Filed per ROH Sec. 1-2.5	12
Pending	90
Legal Notices	3

Committee Reports Adopted

July 1, 2004 to January 1, 2005

Budget	63
Executive Matters	62
Housing & Environmental Services (eff. 12/21/04)	5
Parks	16
Planning	8
Public Safety	32
Public Works & Economic Development	21
Transportation	16
Zoning	20

January 2, 2005 to June 30, 2005

Budget	100
Executive Matters	57
Housing & Environmental Services (eff. 12/21/04)	
Parks	21
Planning and Transportation	27
Public Safety (.....	32
Public Works and Economic Development	29
Zoning	26

Honorary Certificates Presented	408
Floor Presentation	89
Outside Presentation	189
Retirees Certificate	130

Rules and Regulations Filed

Documents Processed

Deeds	13
Easements	16

Extracts Certified

Lobbyist Registrations

Organizations	71
Individuals	89

Shown here are Council Committee Aides who service the City Council's committees.



OFFICE SERVICES

This section provides office management and support services for the Office of the City Clerk. The section performs all functions concerning personnel and fiscal matters for the Clerk's Office, and provides printing, mail and messenger services for the legislative branch of the City and County of Honolulu. A staff of five, headed by the office manager, is organized into six functional units—office management, personnel, fiscal/inventory, sound, printing services, mail and messenger services.

FY 05 WORKLOAD STATISTICS

The Print room printed and distributed the following:

Council

Requests per meeting:

Order of the Day	31 sets
Order of the Day Letterhead	325 sets
Communications	10 sets

Committees

For each standing committee:

Complete Agendas	418 sets
Letterheads	330 sets
Committee Reports	3 sets

Elections

Envelopes	32,500
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Nothing is possible without the staff behind the scenes.

City Clerk

Letterheads	2,500
Envelopes	2,500
Oaths	400

City Council

Business cards	11,900
Envelopes	12,500
Letterheads	10,000
Requests per meeting:	
Hawaii State Association of Counties	16 sets
Miscellaneous forms	1,675

Office of the Auditor

Business Cards	400
Letterheads	500
Miscellaneous forms	2,000

Charter Commission

Letterhead	1,500
Envelopes	1,500
Business Cards	600



ELECTIONS DIVISION

The Elections Division is responsible for conducting all City elections held in the City and County of Honolulu and performs voter registration functions pursuant to the Revised Charter of the City and County of Honolulu and the laws of the State of Hawaii. Positions assigned to the Elections Division include an administrator, assistant administrator, elections specialist, and senior elections clerks (2), and a senior clerk-typist.

Activities undertaken within the fiscal year included administration of the 2004 elections and federally mandated voter list maintenance. Other activities within the fiscal year included anticipating and planning for implementation of the Help America Vote Act of 2002.

In the 2004 elections, the Division administered four absentee polling places at City Hall, Kapolei Hale, Pearlridge Satellite City Hall, and at Windward Mall. Over 47,000 voters were serviced at these locations during the Primary and General Elections. The Division also mailed over 120,000 absentee ballots to requestors.

Although not required (by federal law) until January 1, 2006, direct recording electronic voting machines were introduced at absentee voting locations in the 2004 General election to allow the disabled to vote independently. The Direct Recording Electronic voting machines were made available to all voters with one in every five voters utilizing the machines.

Following the 2004 elections, a total of 28,616 records were deleted from the Honolulu voter file according to federal list maintenance provisions.

VOTER REGISTRATION (END OF FISCAL YEAR)

Registered Voters 412,109

Fail Safe Voters 28,074

*** Fail safe voters are believed no longer at the address on the voter register based returned election mailings. Records for these voters must be maintained for two election cycles pursuant to federal law.*

Total Registered Voters 40,183

During the fiscal year, the City Clerk's Office began an expanded voter outreach program by hiring part-time voter services aides to provide information and voter registration services at community events. The department's goal is to focus on areas of underserved voters, and to provide general voter information and registration assistance islandwide.



*Voter Registration display
for public viewing.*